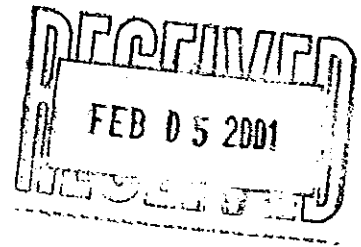




CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

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Samuel B. Brindis, P.E.
Director, City Engineer

Guilford B. Mooring, P.E.
Assistant Director of Public Works

MEMO

TO: All DPW Employees

FROM: Guilford Mooring, Assistant Director

SUBJECT: Policy on City Property

DATE: February 2, 2001

This memo is a friendly reminder of the City's policy on City property. No Department of Public Works employee may take property owned by the City of Northampton away from their work place for the express purpose of personal use, unless authorized by the Director of Public Works. This is to include the use of City vehicles during lunch periods.

This policy includes, but not limited to, the following:

1. Vehicles, trailers and appurtenances
2. Powered and non-powered equipment
3. Powered and non-powered tools
4. Plows, radios, electrical devices

Please note any violation of this policy will result in disciplinary action in accordance with Civil Service Law. In addition, if the property borrowed is a City vehicle and it is involved in an accident, you may be personally held responsible for the damage to the City vehicle and the other vehicle.

cc:

Board of Public Works
Clare Higgins

Don Teres
George Andrikidis